

The Total Leader[®]

**EFFECTIVE
LEADERSHIP
DEVELOPMENT[™]**



**PAUL J. MEYER
AND RANDY SLECHTA**

EFFECTIVE LEADERSHIP DEVELOPMENT™

Developing the leadership within your organization

- Learn the art of delegation and how to exercise authority effectively
- Get more done through time management
- Handle and prevent problems with people
- Train, motivate and develop people to a higher level of productivity

ONE: Successful Leaders are Made - Not Born

Building on the Base of Success
 The Slight Edge®
 The Purpose of Leadership Development
 The Definition of Success

FIVE: Effective Communication is a Leadership Essential

Communication Really is a “Two-Way Street”
 Communicators Are Made Not Born
 Understanding Yourself
 What Motivates People
 Attitudes for Improving Communication Skills
 The True Value of Downward Communication
 Upward Communication Is a Win-Win

TWO: Improving Results Through Better Time Management

The Value of Time
 Managing Your Time
 Managing the Time of Others
 Maximizing Time Use
 The Benefits of Time Management

SIX: Motivating People to Produce

Understanding Motivation
 Traditional Methods of Motivation
 Attitude Motivation
 Using the Power of Informal Groups
 Developing a Motivation Plan

THREE: Exercising Authority Effectively

The Source of Authority
 A Positive Approach to Discipline
 Planning, Preparing, and Preventing
 Accountability
 Taking Corrective Action
 “Tell Me About It” Coaching Process
 Handling More Serious Problems

SEVEN: Preventing and Solving Problems

Opportunity in Every Difficulty
 An Ounce of Prevention
 Attitudes for Problem Prevention
 Defining the Problem
 Separating Organizational and Personal Problems
 Productive Handling of Problems Involving
 People
 Dealing with Irrational Behavior

FOUR: The Art of Delegation

What is Effective Delegation?
 Attitudes for Delegation
 Levels of Delegation
 Feedback on Performance
 Upward Delegation

EIGHT: Developing People’s Potential

The Key to Increased Productivity
 Training and Developing the Right People
 The Benefits of Training and Developing People
 Principles of Learning
 The Development and Training Process
 Your Attitude Toward Training and Development
 The Manager and the Bottom Line